

MONROE COUNTY

JOB DESCRIPTION

Position Title: LIBRARY SERVICES TECHNICIAN		Date: 04/07/99
Position Level: 4	FLSA Status: Nonexempt	Class Code: 4-3

GENERAL DESCRIPTION

The primary function is to maintain a record of all books in the system. Process new and donated books and audio-visual materials into the Monroe County Public Library system's main library and 4 branch libraries.

KEY RESPONSIBILITIES

1. *Maintain card catalog daily.
2. Record daily statistics and complete monthly reports.
3. *Operate computer to format and print card catalogue cards for library material.
4. *Cover books, glue jackets and stamp books.
5. *Process and track incoming library materials.
6. Deliver new books and materials to other branches.

* Indicates an "essential" job function.

The information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.

Position Title: TECH, LIBRARY SERVICES	Class Code: 4-3	Position Level: 4
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KEY JOB REQUIREMENTS	
<i>Education:</i>	H.S. Diploma or GED required.
<i>Experience:</i>	1 to 2 years.
<i>Impact of Actions:</i>	Decisions and impact are limited to decisions and planning within a small work group or project team.
<i>Complexity:</i>	Basic: Work consists of moderately complex procedures and tasks where analytic ability is required. Work may involve the comparison of numbers, selection of appropriate guidelines and procedures, or identification of appropriate actions to follow. Answers are usually found by selecting from specific choices defined in work policies or procedures.
<i>Decision Making:</i>	Basic: Ongoing supervision is provided on an "as needed" basis. Some independent judgment is necessary to select and apply the most appropriate of available procedures.
<i>Communication with Others:</i>	Requires regular contact within the department and periodic contacts with other departments, outside agencies and the general public, supplying or seeking information.
<i>Managerial Skills:</i>	Has responsibility or authority which is limited to the direction of temporary workers.
<i>Working Conditions/Physical Effort:</i>	Work requires only minor physical exertion and/or physical strain. Work environment involves only infrequent exposure to disagreeable elements.
<i>On Call Requirements:</i>	None. May require evenings and Saturdays.
<i>Other:</i>	Requires Florida Drivers License.

APPROVALS		
<i>Department Head:</i>		
Name: _____	Signature: _____	Date: _____
<i>Division Director:</i>		
Name: _____	Signature: _____	Date: _____
<i>County Administrator:</i>		
Name: _____	Signature: _____	Date: _____

On this date I have received a copy of my job description relating to my employment with Monroe County.

Name: _____ Signature: _____ Date: _____